



Canadian Fossil Discovery Centre

"The Canadian Fossil Discovery Centre is dedicated to excellence in fossil preservation, research and learning experiences."

Draft Minutes of the CFDC Board of Directors Meeting

DATE: March 10, 2016

TIME: 7:00 pm

LOCATION: CFDC

PRESENT: Peter Cantelon (Executive Director), Joe Brown, Shawn Bugden, Brian Fransen (Vice-President), Ted Nelson (Secretary/Treasurer)

ABSENT: None

REGRETS: Kevin Campbell (President), Ron Cram, Chris Leach

After determining that quorum was established, the meeting was called to order at 7:07 pm by meeting Chair Brian Fransen. Peter Cantelon will take minutes

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda as with one addition to New Business.

Moved by: Joe Brown

Seconded by: Ted Nelson

Discussion: None.

Motion carried.

3. **Review and approve minutes** of the February 11, 2016 board meeting.

The Secretary requested that the minutes from this meeting be tabled at the April 14, 2016 board meeting. There was agreement.

4. **Business arising from the minutes** - None

5. **Action Item List** - The Action Item list was reviewed and updated. There were no additions to the list.

6. **Announcements** - Peter reported on the design progress of the official Provincial pin that will feature the Provincial fossil emblem. A new article in the *Cretaceous Research* journal authored by Keiichi Aotsuka and Tamaki Sato will officially name a new Hesperonis found in the CFDC collection.

7. **Correspondence** - The Pembina Valley Central Plains Visitor's Guide and a Thank You card from Red River College were passed around.

8. **Membership Applications** - Two were reviewed and approved by the board. The membership cards will be signed and mailed out to the new members. It was mentioned that CFDC needs to develop a package to send out with new memberships that will have a thank you letter, brochures and other information.

9. **Treasurer report** - Verbal report was presented by the Treasurer. On the advice of the Treasurer, the financial documents for February 2016 were not formally presented. There are some loose ends needed to be tidied up. Preparing for our audit created significant time constraints.

10. **Administrator and Gift Shop report** - Accepted as received.

11. **Field & Collection Manager report** - Accepted as received.

12. **Executive Director Report** - Accepted as received.

13. **President Report** - None.

14. Committee Reports

14.1 **Executive Committee** - No report

14.2 **Personnel Committee** - No report.

14.3 **Science, Education & Technology** - Minutes of the January 2016 meeting were circulated. With regards to the new website, Peter Cantelon will ask to see if the database is going to be linked. All feedback that was received was collated and presented to the web designers.

14.4 **Governance Committee** - No report

14.5 **Nominating Committee** - On behalf of the Nominating Committee, an oral report was presented. The nominees for election to the CFDC Board at the AGM on April 28, 2016 are:

For a one year term:

Kevin Campbell

Chris Leach

For a two year term:

Shawn Bugden

Megan Banman

Derek Wiebe

Lee Kowalski

Florian Lassnig

The report was accepted by the Board. The committee was thanked for their great job.

14.6 **Finance Committee** - There was no formal Finance Committee meeting in February 2016. However, there were on going meetings between the Treasurer and staff occurred throughout the month.

14.7 **Volunteer Committee** - Peter Cantelon provided verbal report.

14.8 **Endowment** - Cash donations made in 2015 are in the process of being sent to the Morden Area Foundation to be added to the CFDC Fund. It was suggested that CFDC needs to look into how to handle a non-monetary bequest.

15. **Committee of the Whole** - No items to discuss.

16. **New Business** -

16.1 **Membership Committee formation proposal** - It was acknowledged that corporate memberships are a board responsibility and that the board needs to have a formal mechanism to manage memberships. It has proposed that the board create a Membership Committee and the de facto Membership Director position. It was suggested that since the membership records make up a part of the corporate legal documents, that the corporate Secretary should be given that responsibility. Terms of references will be developed. As well, the Governance Committee will have to define the roll of a member within the corporation. This may be part of the proposed new By-Laws.

Motion: To establish the Membership Committee and de facto Membership Director under the auspices of the corporate secretary.

Moved by: Ted Nelson

Seconded by: Joe Brown

Discussion: None.

Motion carried.

17. **Future agenda items** - none identified.

At this point at approximately 8:20pm, Peter Cantelon left the meeting. Ted Nelson continued taking minutes.

18. *In camera* discussion lead by the Personnel Committee

Motion: Have the meeting go *in camera*

Moved by: Brian Fansen

Seconded by: Joe Brown

Discussion: None.

Motion carried

Motion: Have meeting leave *in camera* session.

Moved by: Shawn Bugden

Seconded by: Joe Brown

Discussion: None.

Motion carried

19. Adjournment motion.

Moved by: Ted Nelson

Seconded by: Joe Brown

Meeting adjourned at 8:30pm.

20. Next meeting.

April 14, 2016 7:00pm at CFDC.

Submitted by:

Ted Nelson, Secretary

Date

Approved by:

Brian Fransen, Vice President

Date